

**COUNTY OF SAN DIEGO  
VOLUNTEER REPORT FORM  
PERIOD JULY 1, 2004 - JUNE 30, 2005**

COUNTY OF SAN DIEGO  
BOARD OF SUPERVISORS

2005 AUG -3 AM 9:21

THOMAS J PASTUSZKA  
CLERK OF THE BOARD  
OF SUPERVISORS

**1. DEPARTMENT/COURT INFORMATION:**

Department/Court: Health and Human Services

Division/Unit: Child Welfare Services

**2. VOLUNTEER PROGRAM BENEFITS:**

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	Hours	x	\$17.55	=	
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Types of work performed by GENERAL VOLUNTEERS in this category:

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- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	Hours	x	\$ 17.55	=	
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

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- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.

Position	Hours	VCL	Dollar Benefit
Public Admin. Intern	480	18.23	8,750.40
Undergrad Intern	12,480	16.56	206,668.80
Graduate Intern	20,484	21.13	43,2826.92

No. Vol	65	Total Hours: 33,444	Total Value \$ 648,246.12
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

The 2004/2005 internship program in Child Welfare Services (CWS) maintained partnerships with local colleges and universities in order to recruit program specific interns in the fields of social work, public administration, public health and computer/database development. The interns are assigned to designated staff that act as

field instructors/supervisors for the interns. The interns receive an orientation and training in risk assessment and Child Welfare protocol, procedures and policies. CWS works with the College and University curriculums and syllabi developed for field placement/internship. The interns work directly with social work, budget, public health staff to provide support services to staff and the client population served.

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a: _____	_____	\$ _____
2b: _____	_____	\$ _____
2c: <u>65</u>	<u>33,444</u>	<u>\$ 648,246.12</u>
<b>TOTALS: <u>65</u>      <u>33,444</u>      <u>\$ 648,246.12</u></b>		

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

<u>Item Donated</u>	<u>Value</u>	<u>Item Donated</u>	<u>Value</u>
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

**TOTAL VALUE \$ 0**

4. VOLUNTEER PROGRAM COSTS:

- a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours 2340 x Rate \$ 25.75 = \$ 60,255.00

- b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours 690 x Rate \$ 25.17

=

\$ 17,367.30

- c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

Item

Cost
0

TOTAL OF OTHER PROGRAM COSTS

=

\$ 0

- d. TOTAL OF VOLUNTEER PROGRAM COST =  
(add 4a, 4b, and 4c)

\$ 77,622.30

**5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:**

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$648,246.12

b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$ 0

ADD a + b

\$

c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) (\$77,622.30)

TOTAL PROGRAM BENEFIT

\$570,623.82

**6. RECRUITING:**

Please describe your recruiting programs:

CWS recruits interns from SDSU, School of Social Work, School of Public Administration and School of Public Health. Internship recruitment has also been conducted with local community colleges and other universities. Additionally, students from Schools of Social Work at California State University (CSU) Los Angeles, CSU, San Bernardino, the University of Southern California and Gallaudet University in Washington D.C., have requested internships in San Diego CWS. CSU, San Marcos continues to refer students to the North County CWS offices in Oceanside and Escondido. Students interested in internships receive information regarding the program at CWS via postings at the colleges and universities and the San Diego County website-Student Worker/Intern page. The CWS coordinator is listed at the CWS contact for student

worker/intern opportunities on the website. Additionally, the information regarding internship opportunities is e-mailed yearly to college and university career centers. The CWS Internship Coordinator continues to participate in the SDSU Title IV-E collaborative and California Social Work Education Center, Statewide Training and Education Committee.

**7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Internship Coordinator, Patricia Devlin, presented a Field Instructor's retreat in July 2004. Several field instructors trained other field instructors on the role and duties of the field instructor in CWS. The field instructors made plans for the upcoming year and networked with one another for ideas to use with their students.

The internship program coordinator also coordinated an agency wide orientation for all student interns. She trained on county policy, risk assessment, and intern safety.

**8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2005-06:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Internship program goals for 2005/2006 are to increase the number and variety of interns in the agency. We plan to do this by networking and relationship building with all universities and colleges in the community. We plan to add related programs such as child development, ethnic studies, psychology, American Sign Language and sociology to our existing internship program.

Our goal is to increase the number of field instructors by increasing recruitment in all regions and add management support to recruitment efforts. The Internship Coordinator will increase visibility to management and encourage them to support this program through presentation of data.

Secondly, our goal is to increase the quality of field instructors. This will be accomplished through greater training and support throughout the regions. In addition, we plan to implement a policy in which regional managers nominate field instructors for their superior performance. Each region will be required to have a minimum of student interns under their supervision. We plan to examine the region's granting of "educational leave with/without right to return" as it relates to recruiting County employees to further their education through the Title IV-E program.

We also plan to increase field instructor retention by offering more support to existing field instructors. The goal is to be accomplished by increased regional visibility of the Intern Coordinator, including offering brown bag meetings to regional field instructors. The Intern Coordinator will also plan and hold a field instructor kickoff in August, 2005 and an agency-wide student orientation in August, 2005.

The internship program will increase public relations within the community, with the goal of making the field placements more competitive. The Internship Coordinator and field instructors will present at academic internship fairs and increase participation at the SDSU Agency Faire to include administration presentations.

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9. GENERAL INFORMATION:

Name of Person Completing Report: Alicia Rule, MSW *Alicia Rule*  
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E-Mail: Alicia.klein@sdcounty.ca.gov

Volunteer Coordinator: Alicia Rule, MSW  
Phone Number: 858-694-5389  
Mail Stop: W94  
E-Mail: Alicia.klein@sdcounty.ca.gov

10. DEPARTMENT CERTIFICATION:

  
DEPARTMENT HEAD SIGNATURE

7-25-05  
DATE